

## EDITED KSA LISTING

### CLASS: Project Director I

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1.	General knowledge of all phases of the State's capital outlay process to successfully deliver capital projects within the State system.
K2.	General knowledge of architecture in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K3.	General knowledge of the details of planning, designing and constructing public works projects to successfully deliver the Department's capital projects.
K4.	General knowledge of construction materials to successfully deliver the Department's capital projects in compliance with the Department's design standards and construction guidelines.
K5.	General knowledge of costs, codes and construction methods to successfully deliver the Department's capital projects in compliance with the Department's design standards and construction guidelines.
K6.	General knowledge of structural, electrical and mechanical engineering as related to public works in order to evaluate project design for compliance with the Department's design standards and construction guidelines.
K7.	General knowledge of the principles of budgeting as related to the capital outlay process in order to deliver the projects within the Department's budget.
K8.	General knowledge of the use and application of technology to facilitate the delivery of the Department's Capital Program.
K9.	<b>General knowledge of practices and principles of project management to successfully deliver the Department's Capital Projects.</b>

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	Skill to:
S1.	Review and analyze construction documents to produce quality documents.
S2.	Present ideas and information clearly and effectively in pictorial, verbal and written forms in order to communicate and meet operational needs.
S3.	Analyze situations accurately, in order to develop alternatives and implement an effective course of action
S4.	<b>Effectively establish and attain goals to accomplish the Department's mission and goals.</b>
S5.	<b>Operate a personal computer in order to perform daily managerial duties (e.g. reports, tracking system, presentations, and training materials etc.).</b>
S6.	<b>Establish and maintain cooperative and professional relationships with colleagues, consultant contractors, construction contractors, and representatives of governmental agencies, facility personnel and others to meet the Department's goals and objectives.</b>
S7.	<b>Adhere to policy and procedures in order to ensure consistency and conformity with departmental goals and objectives.</b>
S8.	<b>Establish and maintain project priorities in order to complete projects and assignments on time and within budget.</b>
S9.	<b>Function as a team leader for a team of CDCR employees, construction and consultant contractors to ensure successful completion of projectors.</b>
S10.	<b>Analyze complex projects accurately in order to plan and implement an effective project management plan.</b>

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	Ability to:
A1.	Understand and follow direction to accurately carry out work assignments in a timely manner.
A2.	Gain the confidence and cooperation of those contacted during the course of work in order to establish and maintain good working relationships.
A3.	Be flexible in order to adapt to changes in the department's mission, work assignments, and/or environment.